

May 14, 2004

TO: ALL STATE AGENCIES, SCHOOL DISTRICTS, MUNICIPALITIES, VOLUNTEER  
FIRE COMPANIES AND POLITICAL SUBDIVISIONS

FROM: [MICHAEL E. CONAWAY](#)  
SR. STATE CONTRACT PROCUREMENT OFFICER  
302-739-3125

SUBJECT: **AWARD NOTICE – CONTRACT NO. 04-157-MC**  
FUEL MANAGEMENT (FUEL CARD)

1. **MANDATORY USE CONTRACT:**

**REF: Title 29, Chapter 6911(d) Delaware Code.** Every state department and agency within the Executive Branch and Judicial Branch of the state government shall procure all material, equipment and nonprofessional services through the statewide contracts administered by the Division of Support Services, Department of Administrative Services. Delaware State University, Delaware Technical and Community College, the operations funded by Public School Districts, Delaware Transit Corporation, Department of Elections, the Legislative Branch and the Board of Pension Trustees and their consultants are specifically exempted from the requirements of this subsection.

2. **CONTRACT PERIOD:**

Each Vendors contract shall be valid for a five (5) year period from July 1, 2004 through June 30, 2009. Each contract may be renewed for two (2) additional one year periods through negotiation between the contractor and the Division of Support Services. Negotiation must be initiated no later than ninety (90) days prior to the termination of the current agreement.

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3. **PRICES:**

The State will pay the average refiner price to resellers for unbranded and branded stations as shown by OPIS. Also, a service fee and freight rate will be added to the OPIS per gallon price as follows:

Fuel Type	OPIS Price	Service Fee per Gallon	Freight per Gallon
Regular (87 octane)	daily price	\$ .11	.025
Mid Grade (89 octane)	daily price	\$ .13	.025
Premium (92 octane)	daily price	\$ .14	.025
#2 Diesel	daily price	\$ .12	.025
<b>The State pays no taxes on fuel.</b>			

4. **BILLING:**

You will be billed direct from Fleetcor.

5. **PAYMENT:**

The agencies or school districts involved will authorize and process for payment each invoice within thirty (30) days after the date of receipt.

6. **VENDOR:**

Fleetcor Technologies  
1501 S. Edgewood Street – Suite D  
Baltimore, MD 21227  
Attn: Steve Steinberg ( Delaware's Rep)  
Phone: (302) 399-7046  
Fax #: (302) 678-0863  
Federal E.I. #: 72-1074903  
Email: [ssteinberg@fleetcor.com](mailto:ssteinberg@fleetcor.com)

7. **CARDS:**

Please contact Fleetcor to get your new account set up.

8. **CARD SYSTEM:**

Each agency who has cards will be able to make changes directly to your account via the Fleetcor System. You will be trained by Fleetcor on these Procedures.

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9. **STATIONS:**

For a complete list of stations who accept the **Fuelman** card please visit  
<http://www.fuelman.com/sitelocator/Home.aspx?network=fuelman>.

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|---------|-----------------------------|-----------------|
| Step 1. | Select Card Type            | Choose Fuelman  |
| Step 2. | Site Type                   | Choose Fuel     |
| Step 3. | Search for Sites            | Leave all blank |
| Step 4. | Location                    |                 |
|         | a. State – select Delaware  |                 |
|         | b. Check the all cities box |                 |
|         | c. Click – Find sites       |                 |

Under the previous contract, many of the sites that were used also accept the **Fuelman** card.